

**CONFIDENTIAL**

This Notice Expires 15 September 1955

NOTICE

PERSONNEL  
1955

**EMPLOYEE CONDUCT**

**INDEBTEDNESS OF AGENCY PERSONNEL**

Rescission: Notice [ ] (formerly CIA Notice [ ] dated  
12 January 1953)

1. The Personal affairs of an employee are of no concern to the Agency unless they are of such a nature or conducted in such a manner as to affect his general reputation and suitability for employment. However, excessive claims or inquiries concerning personal debts necessarily reflect on the individual concerned. Although the Agency will not act as a collection agent for any creditor outside the Government, claims and inquiries received will be sent to the Office of Personnel which, in turn, will inform the individual concerned through his supervisor.

2. The Agency will take action when there is an indication of indebtedness to the Federal Government, and it will cooperate with State and local governments asserting claims against Agency personnel. Under the provisions of the new tax law enacted in 1954, the Internal Revenue Service may levy upon the accrued salary and wages of any Federal employee in order to satisfy tax liability. In such cases, an employee may arrange with the Internal Revenue Service for regular payroll deductions to satisfy the tax liability; but, if he fails to make such an arrangement, the Internal Revenue Service will direct that his salary or wages be attached. The amount of the levy may be all or any part of the take-home pay for one or more pay periods until the tax liability is liquidated.

3. Although employees and supervisors may call on the Office of Personnel for advice or assistance in connection with personal indebtedness or other affairs, it is assumed that each employee will conduct his private life and personal affairs so as to ensure that they never come to the official attention of the Agency.

**FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:**

L. K. WHITE  
Deputy Director  
(Support)

**DISTRIBUTION: ALL EMPLOYEES**

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